

Citizen's Guide
to the D.C. Historic Preservation
Review Process
and
to Appearing before the
Historic Preservation Review Board



1997 Edition

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I. INTRODUCTION

WHAT INFORMATION DOES THE CITIZEN'S GUIDE PROVIDE?

The *Citizen's Guide to the D.C. Historic Preservation Review Process and to Appearing Before the Historic Preservation Review Board* offers the information and direction needed to encourage District residents, architects, developers, real estate professionals and other interested persons/parties to get involved in the local preservation review process, to take advantage of the opportunities they have to improve the quality of life in District neighborhoods, and to further protect and enhance treasured historic resources that contribute to the livability and vitality of the nation's capital. The *Citizen's Guide* provides the information necessary to understanding how the process works, when to get involved, and how citizens can prepare for presenting their project proposals, concerns, interests, and/or issues before the D.C. Historic Preservation Review Board. It is designed to highlight the rights afforded through D.C. Law 2-144 and to emphasize the responsibilities local citizens have as stewards of Washington's vast collection of historic and cultural resources.

To place this involvement in context, the *Citizen's Guide* presents a synopsis of D.C. Law 2-144, outlining its intent, key players, and process. The *Citizen's Guide* is intended to serve as a companion piece to the comprehensive *Introduction to Historic Preservation Processes Under District of Columbia Law* pamphlet produced by/available through the D.C. Historic Preservation Division.

WHY IS PUBLIC PARTICIPATION SO IMPORTANT TO THE PROCESS?

Some of the greatest impacts resulting from the alteration, demolition, and/or neglect of historic properties are felt by area residents living adjacent or in close proximity to the affected properties. As a result, District residents need to be informed not only of projects proposed for their neighborhoods and throughout the city that affect historic resources, but should be made aware of the opportunities they have to advise and inform decisions that are made by the D.C. Historic Preservation Review Board — decisions that determine the condition and care of these properties and ultimately shape the city and its surrounding communities. Increased citizen participation in the D.C. historic preservation review process is crucial to ensuring that neighborhoods throughout the city maintain their individual identities, history, culture, and overall sense of place. The buildings, monuments, sites, and structures that define each of these communities can be protected through continued citizen involvement.

WHAT ROLE CAN THE PUBLIC PLAY?

Local citizens are often the most familiar with the history, use, condition, and potential of historic resources in their communities and can offer significant insight regarding restoration, renovation, and reuse options that will be the most beneficial for their neighborhoods. Recognizing this expertise, the Historic Preservation Review Board gives great consideration to community concerns. The Board also gives "great weight" to testimony provided by Advisory Neighborhood Commissions, and carefully considers the views of community organizations, and individual citizens — making participation by these groups all the more valuable to the public review process.

II. UNDERSTANDING PRESERVATION LAW IN THE DISTRICT OF COLUMBIA

WHAT IS D.C. LAW 2-144?

The Historic Landmark and Historic District Protection Act of 1978, commonly referred to as D.C. Law 2-144, is the cornerstone of the historic preservation process in the District of Columbia. This law establishes a procedure for the official designation of buildings, structures, districts, and sites as historic landmarks, and provides for their protection. In addition, the law declares that the Mayor or the Mayor's Agent will review any permit application for new



Section 5-1001(a) of the Historic Landmark and Historic District Protection Act declares, as a matter of public policy, that "the protection, enhancement and perpetuation of properties of historical, cultural and esthetic merit are in the interests of the health, prosperity and welfare of the people of the District of Columbia."

construction, exterior alteration, demolition or subdivision involving an historic property or district to ensure that the proposed work is compatible with the historic property or district. While D.C. Law 2-144 also outlines the rules and regulations for nominating and designating properties as local landmarks, the *Citizen's Guide* focuses specifically on aspects of the law pertaining to the permitting review process for properties that have already been designated as historic and/or that are located within an historic district.

The D.C. Historic Preservation Review Board is required by D.C. Law 2-144 to advise the Mayor or the Mayor's Agent on the merits of these applications. As a practical matter, it is the Historic Preservation Review Board that performs the substantive review of permit applications under the law. *This review is conducted as part of a public hearing process that welcomes citizen participation and testimony.* This review was established as a matter of public policy in an effort to give consideration to significant individual landmarks and historic districts.

HOW ARE HISTORIC LANDMARKS AND HISTORIC DISTRICTS DEFINED UNDER D.C. LAW 2-144?

An historic landmark is defined in D.C. Law 2-144 as "a building, structure, object or feature, and its site, which is 1) listed in the National Register of Historic Places, 2) listed in the *District of Columbia Inventory of Historic Sites*, or 3) for which an application for listing is pending with the Historic Preservation Review Board." The *D.C. Inventory of Historic Sites* is a list of local landmarks designated by the Historic Preservation Review Board or its predecessor board, the Joint Committee on Landmarks.

A landmark can be listed in the *D.C. Inventory of Historic Sites* if it possesses one or more of the following characteristics.

- ▼ It is the site of significant events
- ▼ It exemplifies significant heritage or development of the national capital or nation
- ▼ It embodies distinguishing characteristics of architecture
- ▼ It is a notable work of individuals who have influenced the evolution of their fields
- ▼ It contains information about historic or prehistoric events
- ▼ It reflects significant patterns of settlement or use of the landscape

A property designated as historic for the purposes of D.C. law — in addition to being listed on the *D.C. Inventory of Historic Sites* — may also be officially recognized as historic by the federal government by virtue of its listing in the National Register of Historic Places or by its designation as a National Historic Landmark

HOW ARE HISTORIC LANDMARKS DESIGNATED?

The official procedures for obtaining listing in the *D.C. Inventory of Historic Sites* are outlined in the *Historic Preservation Review Board's Rules of Procedure*. Copies of the *Rules* are available from the Historic Preservation Division. The process for designating buildings, structures, districts and sites as historic landmarks is also thoroughly explained in the *Introduction to Historic Preservation Processes Under District of Columbia Law* booklet also published and available through the Historic Preservation Division

WHO ARE THE KEY PLAYERS IN D.C. PRESERVATION?

The key players in the District's historic preservation review process are the State Historic Preservation Officer and his/her staff at the D.C. Historic Preservation Division, the D.C. Historic Preservation Review Board, and the Mayor's Agent. To varying degrees, these city officials participate in the examination of permit applications concerning historic properties.

• State Historic Preservation Officer (SHPO)

The SHPO administers the federal historic preservation program within the District of Columbia. The SHPO's responsibilities under this program include preliminary review of applications for certified rehabilitation resulting in tax benefits, review of projects under

the Section 106 procedure (briefly described above), and administration of sub-grants available through the federal Historic Preservation Fund program. Currently, the Director of the D.C. Department of Consumer and Regulatory Affairs serves as the city's "State" Historic Preservation Officer.

•**The Historic Preservation Division (HPD)**

The HPD serves as staff to the D.C. State Historic Preservation Officer, the Mayor's Agent, and the Historic Preservation Review Board. The HPD includes architects, architectural historians, historians, and archaeologists, and is part of the Building and Land Regulation Administration of the D.C. Department of Consumer and Regulatory Affairs.

•**Historic Preservation Review Board (HPRB)**

The HPRB advises the Mayor's Agent on permit applications subject to D.C. Law 2-144, designates properties to the *D.C. Inventory of Historic Sites*, reviews National Register nominations, and recommends to the State Historic Preservation Officer whether nominations should be forwarded to the National Register. The eleven-member board is appointed by the Mayor and is composed of preservation and design professionals and citizens selected from the general public.

•**The Mayor's Agent**

The Mayor's Agent acts on behalf of the Mayor in reviewing permits involving historic properties. After reviewing the recommendations of the Historic Preservation Review Board, the Mayor's Agent decides whether the permit applications meet the requirements of D.C. Law 2-144.

HOW DO I APPLY FOR PERMITS FOR ALTERATION, DEMOLITION, SUBDIVISION AND NEW CONSTRUCTION INVOLVING HISTORIC LANDMARKS?

Most construction related to privately owned buildings in the District of Columbia requires a permit. Construction permits are required for the following activities:

- ▼ new construction and foundations
- ▼ additions, alterations and repairs to existing buildings
- ▼ demolition
- ▼ construction of a retaining wall, fence, shed, garage or vault
- ▼ erection of a sign or awning
- ▼ layout of interior space for tenants in new or existing commercial buildings
- ▼ window and roof replacement

In order to receive a permit to conduct any of the above actions, owners of historic properties in the District of Columbia need to follow the steps outlined below:

•Property owners must apply for construction permits at the Permit Processing Center located at 614 H Street, N.W. The Permit Processing Center is also part of the D.C. Department of Consumer and Regulatory Affairs.

•Before officially filing the permit application, historic property owners may consult with Historic Preservation Division staff as part of a preliminary conceptual design review process. (Applicants should consult with HPD staff to determine whether conceptual or preliminary design review is recommended.) This preliminary review allows HPD staff to comment on proposed plans in the early stages of design development before the project has been carried into its final design stage. Early review and comment often gives the owner the opportunity to modify plans in accordance with HPD recommendations prior to filing the permit application. Owners must submit two sets of architectural plans and two sets of photographs as part of this conceptual design review process. A completed permit application and approval by the Zoning Administrator is also required.



Section 5-1003(b): All appointments to the Historic Preservation Review Board shall be made with a view toward having its membership represent to the greatest practicable extent the composition of the adult population of the District of Columbia with regard to race, sex, geographic distribution and other demographic characteristics.

- If an owner chooses to file the permit application directly to the Permit Processing Center, the permit processing staff note the property's historic status and forward the application(s) to the Historic Preservation Division for review.

WHAT DOES THE HISTORIC PRESERVATION DIVISION LOOK FOR IN ITS REVIEW?

After receiving a completed application from the Permit Processing Center, HPD staff reviews it to determine if the proposed work is compatible with the historic character of the landmark or district. (Characteristics that qualified the property for historic designation are weighed heavily in this evaluation.) During the HPD staff review, the applicant is contacted to discuss any recommended modifications to the proposed scope of work. The HPD staff conducts its review of all applications prior to consideration by the Historic Preservation Review Board. Once the staff has completed its review, a written report (or "staff report") is prepared for consideration by the HPRB. (See page 7 for a more detailed description of the staff report.)

WHAT IS THE ROLE OF THE HISTORIC PRESERVATION REVIEW BOARD?

The HPRB considers the application and the Historic Preservation Division's staff report, and all other public testimony that is presented. The HPRB can decide to make a favorable recommendation to the Mayor's Agent, recommend changes or restudy, or recommend disapproval of the permit application. If the Historic Preservation Division staff and applicant are in agreement, and the project is not known to be opposed, the application is put on the HPRB *consent calendar*, with a staff recommendation that the HPRB approve the application as submitted or with *mutually acceptable* changes. Applications for projects that are of major importance or those that are opposed are placed on the agenda for review by the Historic Preservation Review Board.

If the HPRB recommends granting the construction permit, the application is then sent to the Mayor's Agent for signature. After the permit is signed it is returned to the Permit Processing Division. After the property owner has obtained all other necessary permit approvals for the project, and has paid all required fees, a permit is then issued and construction work can begin. The length of this process often depends on the complexity of the work proposed and the significance of the property(ies) affected.

If the HPRB recommends that the construction permit not be granted, the HPD staff notifies the applicant in writing. Within ten days of receiving this notice, the applicant has the right to request a public hearing before the Mayor's Agent where the applicant may claim that (1) the project is in compliance with D.C. Law 2-144; (2) the project has "special merit", as defined in the law; or (3) failure to issue a permit would cause the owner unreasonable economic hardship. Essentially, this process allows the owner to further review, on specific grounds, the initial decision of the Historic Preservation Review Board.

WHY MAY A MAYOR'S AGENT HEARING BE NECESSARY?

A Mayor's Agent hearing may be scheduled to 1) review a permit application for demolition of an individually designated historic building or a contributing building in an historic district; or 2) to consider a permit application that has been recommended for denial by the Historic Preservation Review Board. At least twenty days before the hearing, the applicant must file a statement of the grounds on which he/she is appealing. The Mayor's Agent hearing is conducted in accordance with the *Mayor's Agent's Rules of Procedure*. Public notice is given at least thirty days before the Mayor's Agent hearing.

An application for a *demolition permit* (partial or complete) must be subject to a public hearing and approved by the Mayor's Agent. When demolition is minor and limited to non-designated features, it is often not subject to review by the Mayor's Agent. However, if *substantial interior* demolition involves removal of the building's structural system, it may require review and approval by the Mayor's Agent. The Historic Preservation Review Board can

only determine whether a building proposed for demolition is a contributing building to an historic district. In all such cases, including razing individual historic buildings, applications must be reviewed by the Mayor's Agent after a public hearing. Thus, all such requests must be forwarded to the Mayor's Agent for review.

After the hearing, the Mayor's Agent issues a written decision, which is effective fifteen days later. There is no provision for administrative appeal of the Mayor's Agent decision; appeals may be pursued through the judicial process.

III. PARTICIPATING IN THE PROCESS

If you own an individually designated historic property or one that falls within the boundaries of an historic district, you are required by D.C. Law 2-144 to comply with local preservation regulations before undertaking modifications to your property. These regulations are outlined in the *Introduction to Historic Preservation Processes Under District of Columbia Law* booklet produced by the D.C. Historic Preservation Division. Copies of this document are available free of charge from the Historic Preservation Division.

IS MY PROPERTY SUBJECT TO D.C. LAW 2-144?

To find out if your property is individually designated or located within an historic district, call the D.C. Historic Preservation Division at (202) 727.7360. Be sure to have your property's street address, lot and square number. For additional information on designated properties and historic districts throughout the city, consult the latest edition of the *D.C. Inventory of Historic Sites*. Copies of the *Inventory* are on file at area libraries and are available free of charge from HPD.

WHAT TYPES OF CHANGES NEED APPROVAL?

All plans for new construction, exterior alteration, demolition, and/or subdivision — which require a building permit — must be reviewed by HPD before any action can be taken. Permits for such changes will not be granted to historic property owners unless proposed plans have been reviewed and approved by that office. Again, this review process is designed to ensure that the proposed work is compatible with the historic property and the character of the historic district in order to protect and enhance the architectural and/or historical significance of individual historic districts.

HOW DOES THE PERMITTING PROCESS WORK FOR HISTORIC PROPERTIES?

Permit applications for projects affecting historic properties are automatically forwarded by the Permit Processing Division to the Historic Preservation Division for review. It is recommended that owners of historic properties meet informally with HPD staff to review proposed plans *prior to submitting a permit application*. This preliminary review may provide useful information and assist in the proper and efficient filing of the permit application. Individual Historic Preservation Division staff members have been assigned to monitor projects in each of the District's unique historic neighborhoods. Contact the Historic Preservation Division to find out which staff member is responsible for reviewing projects proposed in your neighborhood.

WHAT INFORMATION AND MATERIALS DO I NEED TO PROVIDE TO HPD?

When meeting with an HPD staff member, remember: the more information you can provide, the better. Consider the impact your project may have on the historic structure or district. Bring preliminary sketches, architectural drawings, photographs of the structure and/or site in its current condition, and any other pertinent data that may accurately depict proposed changes to the property. Views of the proposed project area from public spaces are also useful to have on hand as this is an issue often considered by the staff and the Historic Preservation Review Board. If proceeding through the conceptual design review process, two sets of architectural plans and photographs are required for submittal.



*Section 5-1004(a):
Before the Mayor may
issue a permit to
demolish an historic
landmark or a build-
ing or structure in an
historic district, the
Mayor shall review
the permit application
in accordance with
this section and place
notice of the applica-
tion in the District of
Columbia Register.*



If the proposed work is an "undertaking" of the federal government, the associated agency is required, under Section 106 of the National Historic Preservation Act (as amended), to give the Advisory Council on Historic Preservation a reasonable opportunity to comment on the undertaking. Federal agencies must avoid or mitigate, in consultation with various concerned parties, adverse effects to historic resources. Under Section 106, effects to historic properties must be determined prior to the approval of the expenditure of any federal funds on the undertaking and prior to the issuance of any license and/or permit.

WHAT DO I HAVE TO GAIN?

You have nothing to lose. Working cooperatively and productively with HPD staff can help move proposed plans through the preservation review process in a timely fashion. Once the applicant and HPD staff reach an agreement regarding proposed plans, the project can be presented before the Historic Preservation Review Board. As described earlier, most unopposed items are placed on a consent calendar. The Historic Preservation Review Board generally approves all items on its consent calendar as the first action of its monthly meeting. If your item appears on the consent calendar, you need not be present at the HPRB meeting. Of course, if the applicant and HPD staff cannot agree, or if the project is opposed, HPD staff will place the application on the Historic Preservation Review Board's monthly agenda for review. In this case, the owner and/or the owner's architect or representative must make a presentation before the Historic Preservation Review Board.

IV. SECTION 106 OF THE HISTORIC PRESERVATION ACT OF 1966 (AS AMENDED)

WHAT IS SECTION 106 REVIEW?

This term refers to the Federal review process designed to ensure that historic properties are considered during Federal project planning and execution. The review process is administered by the Advisory Council on Historic Preservation (the Council), an independent Federal Agency.

WHO ESTABLISHED SECTION 106 REVIEW?

The Section 106 Review Process was established by Congress as part of the National Historic Preservation Act of 1966 (NHPA). NHPA, strengthened and expanded by several subsequent amendments, has become the cornerstone of this country's historic preservation policy.

WHAT DOES THE NHPA STATE?

Section 106 of the NHPA requires that every Federal agency "take into account" how each of its undertakings could affect historic properties. An agency must also afford the Council a reasonable opportunity to comment on the agency's project.

WHAT IS A FEDERAL "UNDERTAKING"?

This term includes a broad range of Federal activities: construction, rehabilitation and repair projects, demolition, licenses, permits, loans, loan guarantees, grants, Federal property transfers, and many other types of Federal involvement. Whenever one of these activities affects an historic property, the sponsoring agency is obligated to seek comments from the Council.

WHO INITIATES SECTION 106 REVIEW?

The Federal agency involved in the proposed project or activity is responsible for initiating and completing the Section 106 review process. Under certain circumstances, local governmental bodies may act as the responsible agency. The agency works with the State Historic Preservation Officer and the Council to do so. If it is determined that an adverse effect will occur, the federal agency consults with the State Historic Preservation Officer and others in an effort to find ways to make the undertaking less harmful to historic resources. Others who are consulted may include local governments, other members of the public, Indian tribes, property owners, and the Council. Consultation between these parties is designed to result in a Memorandum of Agreement (MOA), which outlines measures agreed upon that the agency will take to reduce, avoid, or mitigate the adverse effect.

In D.C., all Section 106 cases do not have to go before the D.C. Historic Preservation Review Board, but it is customary that the Historic Preservation Division staff refer to the Board those cases where the staff determines that the Board's advice will be useful given 1) the

complexity of the case; 2) the significance and prominence of the landmarks involved; and 3) the extent to which there is community concern. In conducting its review and making its recommendations, the Board process involves public participation.

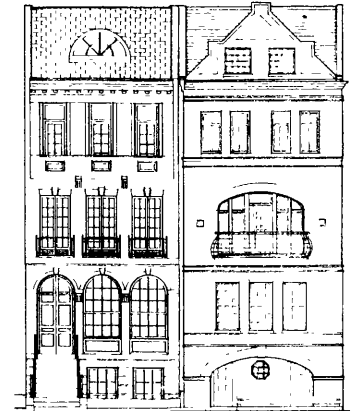
V. PREPARING TO TESTIFY BEFORE THE HISTORIC PRESERVATION REVIEW BOARD

WHAT DO I NEED TO KNOW ABOUT HISTORIC PRESERVATION REVIEW BOARD PROCEDURES?

In order for a meeting to proceed, the attending members of the Historic Preservation Review Board must constitute a quorum. In this case, six out of the eleven-member Board must be present to carry out the meeting. This requirement is necessary as members of the Board must vote to recommend whether to grant or deny requested permit applications.

WHAT INFORMATION IS CONTAINED IN THE STAFF REPORT?

Prior to the meeting, members of the Historic Preservation Division prepare staff reports for each project to be presented. These reports provide the background, history, and purpose of each project and detail the architect/owners' proposed plans. Each report states the conclusion of the HPD staff analysis of the project and presents specific recommendations to the Board. These recommendations may include 1) approval of the application; 2) denial of the application; and/or 3) suggestions for improving the proposal so that the project can be recommended to the Board for approval. Each staff report states whether the project is or is not consistent with the purposes of the Historic Landmark and Historic District Protection Act (D.C. Law 2-144). Copies of the staff report are available to the general public the Friday before the actual meeting date.



HOW IS THE AGENDA ARRANGED?

Once a quorum is present, the Chairman of the Historic Preservation Division officially begins the meeting. These meetings are taped and recordings are available for public review by contacting the Historic Preservation Division approximately two weeks after the meeting. Items on the agenda are usually organized by neighborhood so that HPD staff can consistently report on projects proposed for each specific section of the city. Landmark designation applications are often heard at the end of each meeting.

HOW IS THE PROJECT PROPOSAL PRESENTED?

The presentation before the Board begins with a statement by the property owner and/or the owner's architect or representative. This presentation is usually executed in a formal manner, complete with detailed drawings, photographs, and often an architectural model of the proposed project. The presenter is responsible for outlining the details of the project, its purpose, potential impact on historic structures and/or districts, and justifying the request for permit approval. It is very common for the Historic Preservation Review Board, during this presentation, to ask questions of the presenter regarding project specifics.

HOW IS THE STAFF REPORT PRESENTED?

Once the project has been fully explained and the Board is satisfied with the presentation, the Chair of the Historic Preservation Review Board will ask the respective HPD staff to present its report. Though the Board is already familiar with this report, this brief presentation allows HPD staff to respond to the previous presentation and clarify any specific recommendations/suggestions of the staff report that might be necessary. It is during the presentation of this report that the staff makes its recommendations regarding the approval or denial of the permit application.

IN WHAT ORDER IS TESTIMONY RECEIVED?

Once the applicant and the Historic Preservation Division staff have completed their presentations, the Chair of the Historic Preservation Review Board asks if any individuals or

organizations in attendance plan to present testimony. The Chair follows an established order of testimony that is contained within Section 2609.4 of the *Historic Preservation Review Board Rules of Procedures*. Copies of the *Rules* are available at the D.C. Historic Preservation Division. Testimony is usually requested in the following order:

- Applicant's presentation;
- Staff presentation;
- Public agency comments or presentations; and
- Comments from interested person(s)/parties.

Testimony presented by these groups and individuals can significantly impact the recommendations made by the Historic Preservation Review Board, but such testimony must be limited to issues which the Board may consider, (i.e., whether the project is consistent with the purposes of the law.) It is advantageous, therefore, for citizens to be thoroughly prepared to present their concerns and opinions only in the context of the provisions of D.C. Law 2-144. Citizens must understand, in a general sense, the complexities and limitations of the historic preservation review process. The Board cannot consider zoning matters, economic issues, traffic and parking concerns, or other matters which may be of concern to the community. It is in the best interest of the Board and the individual testifying that this testimony be presented in a prepared statement accompanied by visual materials that will assist the Board in making its final decision.

HOW DO I PREPARE A STATEMENT?

The statement presenting your position to the Historic Preservation Review Board should be clearly organized and ***focused specifically on issues relating to compliance with D.C. Law 2-144.*** (Copies of D.C. Law 2-144 are available free of charge at the Historic Preservation Division.) Your statement should include an introduction, argument, and conclusion. Following are brief outlines and suggestions for preparing each section.

THE INTRODUCTION*

Introduce yourself and provide information on the person(s) testifying. The introduction provides general information on the person testifying, his or her association (if any) with the project, and whether or not he or she is testifying in support or in opposition to the project. The introductory statement should be brief and include:

- **GENERAL GREETING**

Good Morning/Good Afternoon Mr. Chairman and Members of the Historic Preservation Review Board.

- **STATE YOUR NAME AND ASSOCIATION**

For the record, my name is (insert your name) and I reside at (state your address.) I am a member of (list any and all pertinent community organizations.)

If desired, include a brief statement explaining your personal interest in historic preservation and/or the reasons why you have decided to testify before the Board at this particular meeting.

- **STATE YOUR POSITION**

I am here today to testify in support of/in opposition to the proposed project.

Reinforce your position by briefly stating why you believe this particular project is or is not in keeping with D.C. Law 2-144. Feel free to quote directly from the law. (Copies of D.C. Law 2-144 are available through the D.C. Historic Preservation Division.)

* For the purposes of this publication, the sample introduction is geared toward citizen testimony. Only slight modification would be necessary for an applicant.

YOUR ARGUMENT

• HISTORICAL BACKGROUND OF PROPERTY/SITE/DISTRICT

This main section should begin with a brief statement regarding the history of the site, its date of construction, architect, original and current use, and any major alterations/changes to the resource that may have taken place over time. If the resource has been designated as an individual landmark or historic district, **briefly** describe the characteristics that contribute to its architectural, cultural, and/or historical significance, as stated in the D.C. landmark nomination. (Copies of D.C. landmark nominations are available through the D.C. Historic Preservation Division.)

Parties planning to testify should, if possible, coordinate with other individuals and/or parties preparing to offer similar testimony. All persons and parties can submit official copies of their respective testimony for the record, but it is most effective to have one individual present single testimony that represents the overall position of the larger group.

• ADDRESSING ISSUES OF COMPATIBILITY AND COMPLIANCE

This section should continue with a brief description of how the proposed project affects the resource and whether or not the proposed plans are in keeping with the character of the landmark or district. Answers to the following questions should help you formulate and strengthen your position:

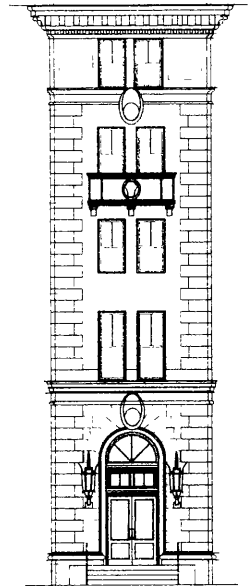
- ▼ *Has the applicant made every effort to protect and enhance the qualities and characteristics of the landmark/district that contribute to its significance?*
- ▼ *Has every effort been made to retain the landmark and/or encourage its adaptation for current use?*
- ▼ *Does proposed new construction reflect its historic context? Does it contribute to the character of the existing historic district?*
- ▼ *Are proposed plans "consistent with the purposes" of the Historic Landmark and Historic District Protection Act?*

THE CONCLUSION

Use this section to **briefly** restate your position. Reiterate any major points the Board should consider as part of its decision-making process and recommend any changes that may improve the overall quality of the project. It is appropriate within this section to thank the Board for the opportunity to comment and offer to answer any questions they may have at this time.

DO I SUBMIT COPIES OF MY TESTIMONY TO THE BOARD?

Copies of your written testimony should be presented at the meeting to the entire eleven-member Board, HPD staff and the court reporter. If you cannot attend the meeting but want to submit testimony for the record, send one original and eleven copies of your testimony to the Historic Preservation Division. All correspondence to the Historic Preservation Review Board should be sent to the attention of the Chairman, Historic Preservation Review Board, Historic Preservation Division, 614 H Street, N.W., Room 305, Washington, D.C. 20001.



HOW ARE FINAL DECISIONS MADE AND WHO DECIDES?

After all testimony has been heard, the Historic Preservation Review Board votes to either approve or deny the permit application and may make specific recommendations to the applicant. Prior to a formal vote, Board members often make individual statements regarding the issues involved in each case and present their personal opinions, recommendations, and rationale for supporting and or opposing the project. If the Board feels that it does not have enough information to make a recommendation, the Chairman will request Historic Preservation Division staff to work with the applicant to develop a more comprehensive proposal that can be brought back to the Board for reconsideration at a future meeting.

VI. IN CASE YOU'RE WONDERING...

WHO CAN GET INVOLVED?

The historic preservation review process in the District of Columbia is a process open to everyone, regardless of whether or not you own property or live in an historic district.

CAN DISTRICT RESIDENTS ONLY GET INVOLVED IN PROJECTS PROPOSED IN THEIR NEIGHBORHOOD?

No. Any interested person and/or parties can get involved in efforts to preserve, protect, and/or enhance properties throughout the city.

WHO CAN ATTEND HISTORIC PRESERVATION REVIEW BOARD MEETINGS?

Meetings are open to the general public. All residents and interested parties are also invited to present testimony before the Review Board supporting or opposing a proposed project.

WHEN AND WHERE ARE THE HISTORIC PRESERVATION REVIEW BOARD MEETINGS HELD?

Historic Preservation Review Board meetings are scheduled for the fourth Thursday of each month (except November and December when the Board meets on the third Thursday) at 441 4th Street, N.W., One Judiciary Square, in the Zoning Commission Hearing Room, Suite 220 South. All meetings begin promptly at 10 a.m.

HOW CAN DISTRICT RESIDENTS FIND OUT ABOUT PROJECTS IN THEIR NEIGHBORHOODS AND THROUGHOUT THE CITY THAT PROPOSE CHANGES TO HISTORIC PROPERTIES?

Applications scheduled to be heard each month by the Historic Preservation Review Board are placed on the Historic Preservation Review Board agenda. These agendas vary substantially in length and complexity, depending on the number and type of projects being reviewed in any given month. Preliminary agendas are available from the Historic Preservation Division ten days prior to the scheduled meeting and may be received monthly by mail if you add your name to the mailing list. To add your name to this list, call HPD at (202) 727.7360. Final agendas and staff reports are available to the general public the Friday before the Historic Preservation Review Board monthly meeting.

Public notice of all filed cases which are subject to review by the Historic Preservation Review Board is distributed each week to all Advisory Neighborhood Commissions (ANCs) and is published in the *D.C. Register* at least 30 days prior to the scheduled review of the application by the Historic Preservation Review Board. Ten days prior to each meeting additional notice is provided to the ANCs and to interested persons on HPD's mailing list. To add your name to this list, call HPD at (202) 727.7360.

IMPORTANT TELEPHONE NUMBERS AND ADDRESSES

D.C. Government

Building Inspection Division
Department of Consumer and Regulatory Affairs
614 H Street, N.W.
Lower Level 3
Washington, D.C. 20001
(202) 727.7506

Office of Documents
441 Fourth Street, N.W.
Suite 520 South
Washington, D.C. 20001
(202) 727.5090

Permit Processing Center
Department of Consumer and Regulatory Affairs
614 H Street, N.W., Room 200
Washington, D.C. 20001
(202) 727.7050

State Historic Preservation Officer (SHPO) and
Historic Preservation Review Board and
Mayor's Agent for D.C. Law 2-144 and
Historic Preservation Division
Department of Consumer and Regulatory Affairs
614 H Street, N.W., Room 305
Washington, D.C. 20001
(202) 727.7360

Zoning Division of the Building and Land Regulation Administration
Department of Consumer and Regulatory Affairs
614 H Street, N.W., Room 333
Washington, D.C. 20001
(202) 727.7350

Advocacy Organization

D.C. Preservation League
1511 K Street, N.W., Suite 739
Washington, D.C. 20005
(202) 737.1519

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